United Nations ST/IC/2008/50

Secretariat

11 September 2008

Information circular*

To: Members of delegations and staff

From: The Under-Secretary-General for Management

Subject: **First day of issue — 18 September 2008: "We Can End Poverty" stamps**

Commemorative stamps

1. On 18 September 2008, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps and a souvenir card on the theme "We Can End Poverty".

2. The six stamp designs were selected through an art competition in 2007 by the Department of Economic and Social Affairs, which invited children from all over the world to participate as part of the activities to celebrate the International Day for the Eradication of Poverty and the end of the First Decade for the Eradication of Poverty (1997-2006). Over 12,000 children from 124 countries around the world, ranging from 5 to 15 years of age, participated and the judging was based on artistic expression and how well the design expressed on the theme of the competition.

* Expiration date of the present information circular: 18 October 2008.

08-50355 (E) 120908

3. The stamps, in a sheet format of 20 stamps on each sheet, will be issued in the denominations of $0.42, $0.94, Swf 1.00, Swf 1.80, €0.65 and €0.75.

(United States equivalents: Swf 1.00: $0.96; Swf 1.80: $1.72; €0.65: $1.01 and €0.75: $1.17; subject to exchange rate fluctuation.)

Souvenir cards

4. A souvenir card on the theme "We Can End Poverty" will also be issued on 18 September 2008. The card depicts the new stamps and carries a statement by Secretary-General Ban Ki-moon. The souvenir card will be available in mint condition as well as three cancelled varieties. Each cancelled card will be affixed with the stamp from the respective UNPA office in either New York, Geneva or Vienna and cancelled appropriately.

General information

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first day covers on the UNPA official first day cachets only. Members of delegations and the staff can obtain these items on Thursday, 18 September, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5 p.m.;

(b) Temporary sales counter on the east side of the Secretariat lobby between the cafeteria and the newsstand in front of the windows: 9 a.m. to 4 p.m.

6. First day of issue cancellations can be obtained at a temporary United States Postal Service substation located outside the United Nations Bookshop in the concourse of the General Assembly Building from 9 a.m. to 5 p.m.

7. Information on United Nations stamps can be accessed on the Internet at http://unstamps.un.org.

United Nations ST/IC/2008/51

Secretariat

16 September 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Classification of duty stations and special entitlements for staff members serving at designated duty stations**

1. The purpose of the present information circular is to inform the staff of the classification of duty stations established by the International Civil Service Commission (ICSC) according to conditions of life and work and of the revised lists of duty stations designated by ICSC where special entitlements apply for eligible staff, as explained in paragraphs 6 to 10 below. The revised lists are set out in annexes II and III to the present circular. The revisions are effective 1 January 2008.

I. Classification of duty stations

2. All duty stations are placed by ICSC in one of six categories: H and A to E. The H category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian programmes. The A to E categories comprise all other duty stations classified by order of difficulty of conditions of life and work. Annex I to the present circular contains the list of duty stations classified in the H category. Annex II contains the list of duty stations classified in the A to E categories.

Mobility and hardship allowance

3. The category of the duty station where a staff member is serving and/or has served is one of the factors that determines whether the staff member is eligible for each of the three elements of the mobility and hardship allowance, namely, the mobility, the hardship and the non-removal elements. It is also a factor in determining the amount of the allowance. The relevant provisions on the matter are set out in staff rules 103.22 and 203.11 and in the administrative instruction on the mobility and hardship scheme, ST/AI/2007/1.

* The present circular will be in effect until further notice.

08-50744 (E) 220908

Removal costs

4. The category of the duty station is a factor in determining eligibility for removal costs under staff rule 107.27. Such costs are normally payable in the case of service at H duty stations when the appointment is for two years or more or the assignment to a new duty station is expected to be for two years or more. In those cases where removal costs are not payable, the staff member may be eligible for the non-removal element of the mobility and hardship allowance.

Special entitlements at designated duty stations

5. The classification of duty stations in the A to E categories is linked to the special entitlements that are set out in the administrative instruction on special entitlements for staff members serving at designated duty stations.

II. Duty stations at which special entitlements may apply for eligible staff

6. At duty stations classified in the A to E categories, which are listed in annex II to the present circular, one or more of the special entitlements set out in the administrative instruction on special entitlements for staff members serving at designated duty stations may apply, as indicated in paragraphs 7 to 9 below. The granting of these entitlements is subject to the conditions established in the applicable staff regulations and rules and the above-mentioned administrative instruction.

7. The category of each of the duty stations listed in annex II is indicated in the first column of the annex. At duty stations classified in the C, D and E categories, eligible staff are entitled to:

(a) Accelerated home leave travel, that is, home leave travel once every 12 months;

(b) Special terms for the exercise of the unaccompanied shipment entitlement of 50 kilograms or 0.31 cubic metres for travel on home leave, family visit or education grant so that the unused portion of the entitlement for one leg of the travel may be used to supplement the normal entitlement for the other leg of the travel.

8. The designated duty stations where eligible staff are entitled to additional education grant travel and an additional reimbursement for boarding costs under the education grant are indicated in the second column of annex II to the present circular.

9. The designated duty stations where eligible staff are entitled to additional shipment entitlements, namely, an annual shipment entitlement and a shipment on the birth or adoption of an infant, are indicated in the third column of annex II to the present circular.

10. Eligible staff members serving at duty stations in the countries listed in annex III to the present circular are entitled to reimbursement of the costs of basic medical examinations for accompanying eligible family members.

11. The present circular supersedes information circular ST/IC/2007/19.

Annex I

List of countries where duty stations are classified in the H category

(Effective 1 January 2008)

Australia

Austria

Belgium

Bulgaria

Canada

Cyprus

Czech Republic

Denmark

Estonia

Finland

France[a]

Germany

Greece

Hungary

Italy

Japan

Latvia

Lithuania

Malta

Netherlands

Norway

Poland

Portugal

Romania

Slovakia

Slovenia

[a] Including Monaco.

Spain

Sweden

Switzerland

United Kingdom of Great Britain and Northern Ireland

United States of America

Annex II

List of duty stations classified in the A to E categories

(Effective 1 January 2008)

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Afghanistan			
Badghis	E	X	X
Bamyan	E	X	X
Day Kundi	E	X	X
Faizabad	E	X	X
Farah	E	X	X
Faryab	E	X	X
Gardez	E	X	X
Ghazni	E	X	X
Ghor	E	X	X
Herat	E	X	X
Jalalabad	E	X	X
Kabul	E	X	X
Kandahar	E	X	X
Kunduz	E	X	X
Maymana	E	X	X
Mazar-e-Sharif	E	X	X
Nuristan	E	X	X
Albania			
Durres	C	X	X
Kukes	C	X	X
Tirana	B	X	X
Algeria			
Algiers	E	X	X
Tindouf	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Angola			
Caxito	D	X	X
Huambo	D	X	X
Kuito Bie	D	X	X
Lobito	D	X	X
Luanda	C	X	X
Lubango	D	X	X
Luena	E	X	X
Malange	E	X	X
M'Banza Congo-Zaire	E	X	X
Menongue (Cuando Cubango)	E	X	X
N'dalatando	E	X	X
Ondjiva-Kunene	E	X	X
Saurimo (Lunda Sul Province)	E	X	X
Sumbe (N'Gunza)	D	X	X
Uige	E	X	X
Argentina			
Buenos Aires	A	—	—
Armenia			
Yerevan	D	X	X
Azerbaijan			
Baku	B	X	—
Bahamas			
Nassau	A	X	—
Bahrain			
Manama	B	—	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Bangladesh			
Bandarban	D	X	X
Chittagong	C	X	X
Cox's Bazaar	D	X	X
Dhaka	C	—	X
Khagrachari	D	X	X
Rangamati	D	X	X
Barbados			
Bridgetown	A	—	—
Belarus			
Minsk	A	X	—
Belize			
Belize City	B	X	—
Belmopan	B	X	X
Benin			
Abomey	C	X	X
Bohicon	D	X	X
Cotonou	B	X	X
Lokossa	D	X	X
Ouidah	D	X	X
Parakou	D	X	X
Porto Novo	B	X	—
Bhutan			
Thimphu	D	X	X
Bolivia			
Cochabamba	B	—	—
La Paz	B	—	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Bosnia and Herzegovina			
Banja Luka	A	X	—
Foca	A	X	X
Mostar	A	X	X
Sarajevo	A	—	—
Srebrenica	C	X	X
Travnik	A	X	X
Tuzla	A	X	—
Botswana			
Dukwi	D	X	X
Gaborone	A	—	—
Brazil			
Brasília	A	—	—
Rio de Janeiro	A	—	—
Burkina Faso			
Ouagadougou	B	—	—
Burundi			
Bujumbura	D	X	X
Cankuzo	C	X	X
Gitega	E	X	X
Makamba	E	X	X
Muyinga	E	X	X
Ngozi	E	X	X
Ruyigi	E	X	X
Cambodia			
Banteay Mean Chey	E	X	X
Battambang	D	X	X
Phnom Penh	B	—	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Siem Reap	D	X	X
Cameroon			
Douala	B	X	—
Garoua	D	X	X
Ngaoundéré	B	X	—
Yaoundé	B	X	X
Cape Verde			
Praia	B	X	X
Central African Republic			
Bangui	D	X	X
Bossangoa/Soumbe	E	X	X
Bouar	E	X	X
Kaga-Bandoro	E	X	X
Mbaïki	E	X	X
Paoua	E	X	X
Sibut	E	X	X
Chad			
Abeche	E	X	X
Gozbeida	E	X	X
Iriba	E	X	X
N'Djamena	D	X	—
Chile			
Santiago	A	—	—
China			
Beijing	A	—	—
Colombia			
Apartado	C	X	X
Barrancabermeja	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Barranquilla	B	X	—
Santa Fé de Bogotá	B	—	—
Bucaramanga	B	—	X
Cali	B	X	—
Cartagena	A	X	—
Cucuta	C	X	X
Manizales	B	X	—
Medellin	B	—	—
Mocoa	D	X	X
Pasto	B	X	—
Quibdo	C	X	X
Sincelejo	B	X	—
Villavicencio	B	X	—
Comoros			
Moroni/Grande Comore	D	X	X
Congo			
Betou	E	X	X
Brazzaville	D	X	X
Impfondo	E	X	X
Kinkala	E	X	X
Pointe-Noire	B	X	—
Costa Rica			
Liberia	A	X	—
San José	A	—	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Côte d'Ivoire			
Abidjan	C	X	—
Bouake	E	X	X
Guiglo	E	X	X
Man	E	X	X
San Pedro	D	X	X
Tabou	E	X	X
Croatia			
Zagreb	A	X	—
Cuba			
Havana	B	X	X
Democratic People's Republic of Korea			
Pyongyang	E	X	X
Democratic Republic of the Congo			
Aba	E	X	X
Buburu	E	X	X
Bukavu	E	X	X
Bunia	E	X	X
Gemena	E	X	X
Goma	E	X	X
Ituri	E	X	X
Kahemba	E	X	X
Kalemie	E	X	X
Kimpese	E	X	X
Kimvula	E	X	X
Kindu	E	X	X
Kinshasa	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kisangani	E	X	X
Kisenge	E	X	X
Libenge	E	X	X
Lubumbashi	D	X	X
Matadi	D	X	X
Mbandaka	E	X	X
Ngidinga	E	X	X
Uvira	E	X	X
Zongo	E	X	X
Djibouti			
Djibouti	C	—	—
Dominican Republic			
Santo Domingo	A	—	—
Ecuador			
Ibarra	B	X	—
Lago Agrio (Sucumbios)	D	X	X
Quito	A	—	—
Egypt			
Cairo	A	—	—
Ismailia	A	X	X
El Salvador			
San Salvador	B	—	—
Equatorial Guinea			
Acurenam	E	X	X
Malabo	D	X	X
Eritrea			
Asmara	D	X	X
Barentu	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Dekemhare	C	X	X
Keren	C	X	X
Massawa	E	X	X
Teseney	E	X	X
Ethiopia			
Addis Ababa	C	X	X
Assosa	E	X	X
Awassa/Sidamo	D	X	X
Dese	E	X	X
Dire Dawa	D	X	X
Gambella	E	X	X
Harar	E	X	X
Jijiga	E	X	X
Mekele	E	X	X
Mizan	E	X	X
Nazret	C	X	X
Semera	E	X	X
Fiji			
Suva	B	X	—
Gabon			
Franceville	D	X	X
Libreville	A	X	—
Tchibanga	D	X	X
Gambia			
Banjul	C	X	X
Gaza			
Gaza Town	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Georgia			
Akhmeta	D	X	X
Gali	E	X	X
Tbilisi	D	X	X
Ghana			
Accra	B	X	—
Ho	C	X	X
Takoradi	C	X	X
Tamale	C	X	X
Guatemala			
Chiquimula	B	X	—
Guatemala City	B	—	—
Guinea			
Conakry	C	X	X
Dabola	E	X	X
Kissisdougou	E	X	X
Nzerekore	E	X	X
Guinea-Bissau			
Bissau	E	X	X
Gabu	E	X	X
Guyana			
Georgetown	B	X	—
Haiti			
Cap Haitien	D	X	X
Gonaives	D	X	X
Port-Au-Prince	D	—	—
Honduras			
Nacaome	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
San Pedro Sula	B	X	—
Santa Rosa de Copán	B	X	—
Tegucigalpa	B	—	X
Hong Kong, China			
Hong Kong	A	—	—
India			
Bhopal	B	X	X
Bhubaneswar	B	X	X
Bhuj	C	X	X
Calcutta	A	X	—
Chennai (Madras)	A	—	—
Hyderabad	A	X	—
Jaipur	A	X	—
Lucknow	B	X	X
Mumbai (Bombay)	A	—	—
New Delhi	A	—	—
Patna	C	X	X
Indonesia			
Ambon (Maluku)	C	X	X
Banda Aceh	D	X	X
Bogor	A	X	—
Calang	E	X	X
Denpasar	A	X	—
Gunung Sitoli, Nias	E	X	X
Jakarta	B	—	—
Jayapura (Irian Jaya)	D	X	X
Jayapura (Papua)	E	X	X
Kupang	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Lhokseumawe	E	X	X
Medan	B	X	—
Meulaboh	E	X	X
Nias	E	X	X
Palu	C	X	X
Semarang	B	X	—
Simeulue	E	X	X
Surabaya	A	X	—
Ternate	C	X	X
Tual	D	X	X
Yogyakarta	A	X	—
Iran (Islamic Republic of)			
Ahwaz	D	X	X
Bam	E	X	X
Dogharoun	E	X	X
Kerman	D	X	—
Kermanshah (Bakhtaran)	C	X	X
Mashad	C	X	X
Tehran	C	X	X
Uromiyeh	C	X	X
Zahedan	D	X	X
Iraq			
Arbil/Kirkuk	E	X	X
Dohuk	E	X	X
Mosul	E	X	X
Sulaymaniah	E	X	X
Israel			
Ashdod	A	X	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Tel Aviv	A	—	—
Tiberias	A	X	—
Jamaica			
Kingston	B	X	X
Jerusalem			
Jerusalem	B	X	X
Jordan			
Amman	A	—	—
Ruwayshid	D	X	X
Kazakhstan			
Almaty (Alma Ata)	B	X	X
Astana	C	X	X
Kenya			
Dadaab	E	X	X
Garissa	E	X	X
Kakuma	E	X	X
Lokichokio	E	X	X
Maralal	D	X	X
Mombasa	B	—	—
Nairobi	C	—	—
Kiribati			
Tarawa	D	X	X
Kuwait			
Kuwait City	B	—	—
Kyrgyzstan			
Bishkek	C	X	X
Osh	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Lao People's Democratic Republic			
Boun Neua District	E	X	X
Champasack	D	X	X
Luang Namtha	D	X	X
Luang Prabang	D	X	X
Oudomxay	E	X	X
Pakse	C	X	X
Phongsali	E	X	X
Salavan	D	X	X
Sekong	E	X	X
Thakhek	E	X	X
Vientiane	C	X	X
Xam Neua	E	X	X
Xyang-Khoang	E	X	X
Lebanon			
Beirut	C	—	X
Saida/Sidon	D	X	X
Tyre (Sur)	D	X	X
Lesotho			
Maseru	C	X	X
Mohale's Hoek	C	X	X
Oacha's Nek	D	X	X
Outhing	D	X	X
Thaba-Tseka	D	X	X
Liberia			
Gbarnga	E	X	X
Harper (Maryland County)	E	X	X
Monrovia	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Saclepea	E	X	X
Tubmanburg	E	X	X
Voinjama	E	X	X
Zwedru	E	X	X
Libyan Arab Jamahiriya			
Benghazi	B	X	X
Kufra	D	X	X
Sirte	C	X	X
Tripoli	B	X	X
Macao, China			
Macao	A	X	—
Madagascar			
Ambato-Boeni	E	X	X
Antananarivo	B	—	X
Antsirabe	C	X	X
Fianarantsoa	D	X	X
Mahajanga (Majunga)	B	X	—
Tolanara (Fort Dauphin)	D	X	X
Toliara (Tulear)	C	X	X
Malawi			
Bangula	D	X	X
Blantyre	B	X	X
Lilongwe	C	X	X
Mwanza	D	X	X
Malaysia			
Kuala Lumpur	A	—	—
Maldives			
Malé	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Mali			
Bamako	C	X	X
Bankass	E	X	X
Koulikoro	D	X	X
Mopti	C	X	X
Segou	D	X	X
Tonka	E	X	X
Mauritania			
Nouakchott	C	X	X
Mauritius			
Port Louis	A	—	—
Mexico			
Mexico City	A	—	—
Tapachula, Chiapas	C	X	X
Micronesia (Federated States of)			
Pohnpei (Ponape)	B	X	X
Mongolia			
Khovd	E	X	X
Ulaanbaatar	D	X	X
Montenegro			
Podgorica	A	X	—
Montserrat			
Montserrat	C	X	X
Morocco			
Casablanca	A	—	—
El Jadida	A	—	—
Rabat	A	—	—
Settat	A	X	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Tangiers	A	X	—
Mozambique			
Beira	D	X	X
Maputo	B	X	—
Nampula	C	X	X
Pemba	D	X	X
Tete	D	X	X
Xai-Xai	D	X	X
Myanmar			
Laokai, Kokang Special Region 1	D	X	X
Lashio	D	X	X
Maungdaw	E	X	X
Maw-La-Myine	D	X	X
Pangkham	D	X	X
Yangon	C	—	X
Namibia			
Omatako	E	X	X
Oshakati	C	X	X
Osire	E	X	X
Rundu	D	X	X
Windhoek	A	X	—
Nepal			
Biratnagar	D	X	X
Damak	D	X	X
Dhangadhi	E	X	X
Jhapa	D	X	X
Kathmandu	C	X	X
Nepalgunj	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Pokhara	D	X	X
Nicaragua			
Managua	B	—	—
Niger			
Maradi	D	X	X
Mayahi	D	X	X
Niamey	C	X	X
Nigeria			
Abuja	C	X	—
Bauchi	D	X	X
Enugu	D	X	X
Jalingo	E	X	X
Kaduna	D	X	X
Kano	C	X	X
Lagos	D	X	X
Oman			
Muscat	B	—	—
Pakistan			
Abbotabad	E	X	X
Bagh	E	X	X
Battagram	E	X	X
Islamabad	C	X	X
Karachi	C	X	X
Lahore	B	X	—
Mansehra	E	X	X
Mazaffarabad	E	X	X
Peshawar	E	X	X
Quetta	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Rawalakot	E	X	X
Rawalpindi	B	X	X
Panama			
Panama City	A	—	—
Papua New Guinea			
Arawa	E	X	X
Buka	E	X	X
Goroka	D	X	X
Port Moresby	D	X	X
Paraguay			
Asunción	A	—	—
Peru			
Lima	B	—	—
Philippines			
Cotabato City	B	X	X
Davao City	B	X	—
Iligan	B	X	X
Los Banos	A	X	—
Manila	A	X	—
Qatar			
Doha	B	X	—
Republic of Korea			
Ansan	A	—	—
Incheon	A	—	—
Seoul	A	—	—
Republic of Moldova			
Chisinau	B	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Russian Federation			
Moscow	A	—	—
Nazran	E	X	X
Vladikavkaz	D	X	X
Rwanda			
Butare/Gikongoro	C	X	X
Byumba	C	X	X
Cyangugu	D	X	X
Gisenye	C	X	X
Kibuye	C	X	X
Kigali	C	X	X
Samoa			
Apia	C	X	X
Sao Tome and Principe			
Sao Tome	D	X	X
Saudi Arabia			
Al-Hofuf	C	X	X
Al-Jouf (Sakaka)	D	X	X
Jeddah	B	X	X
Najran	D	X	—
Riyadh	B	X	X
Wadi Jizan (Gizan)	C	X	X
Senegal			
Dakar	A	—	—
Kedougou	C	X	X
Ziguinchor	C	X	—
Serbia			
Belgrade	A	—	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kraljevo	A	X	—
Novi Pazar	A	X	X
Novi Sad	A	X	—
Pristina	C	X	X
Vranje	A	X	X
Seychelles			
Mahé/Port Victoria	A	—	—
Sierra Leone			
Bo	E	X	X
Freetown	D	X	X
Kailahun	E	X	X
Kenema	E	X	X
Koidu	E	X	X
Makeni	E	X	X
Zimmi	E	X	X
Singapore			
Singapore	A	—	—
Solomon Islands			
Honiara	C	X	X
Somalia			
Adalei	E	X	X
Baidoa	E	X	X
Boosaaso (Bender Cassim)	E	X	X
Garowe	E	X	X
Gebiley	E	X	X
Hargeisa	E	X	X
Jowhar	E	X	X
Kisimaio	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Wajid	E	X	X
South Africa			
Johannesburg	A	—	—
Pretoria	A	—	—
Sri Lanka			
Ampara	E	X	X
Batticaloa	E	X	X
Colombo	B	X	—
Galle	B	X	X
Jaffna	E	X	X
Kandy	B	X	—
Kilinochchi	E	X	X
Mannar	E	X	X
Trincomalee	D	X	X
Vavuniya	D	X	X
Sudan			
Abyei	E	X	X
Akon	E	X	X
Aweil	E	X	X
Bor	E	X	X
Damazine	E	X	X
El Fasher	E	X	X
El Geneina	E	X	X
El Obeid	E	X	X
El Showak	E	X	X
Habila	E	X	X
Juba	E	X	X
Kadugli	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Kajo Keji	E	X	X
Kapoeta	E	X	X
Kassala	E	X	X
Kauda	E	X	X
Khartoum	D	—	—
Kosti	E	X	X
Kutum	E	X	X
Malakal	E	X	X
Morni	E	X	X
Nyala	E	X	X
Port Sudan	D	X	—
Rumbek	E	X	X
Wau	E	X	X
Suriname			
Paramaribo	B	X	—
Swaziland			
Mbabane	A	X	—
Syrian Arab Republic			
Aleppo	B	X	X
Damascus	A	X	X
Deir-ez-Zor	B	X	X
Tajikistan			
Dushanbe	D	X	X
Khujand	D	X	X
Thailand			
Ban Mae Sot	C	X	X
Bangkok	A	—	—
Kanchanaburi	A	X	—

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Mae Hong Son	C	X	X
Phuket	A	—	—
The former Yugoslav Republic of Macedonia			
Skopje	A	X	—
Timor-Leste			
Baucau	E	X	X
Dili	D	X	X
Oecussi	E	X	X
Togo			
Lama Kara	C	X	X
Lomé	B	X	—
Tonga			
Nuku Alofa	B	X	X
Trinidad and Tobago			
Port of Spain	A	X	—
Tunisia			
Gafsa	A	—	—
Tunis	A	—	—
Turkey			
Ankara	A	—	—
Silopi	D	X	X
Van	D	X	X
Turkmenistan			
Ashgabad	D	X	X
Uganda			
Adjumani	E	X	X
Arua	D	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Entebbe	C	X	X
Gulu	E	X	X
Hoima	E	X	X
Kampala	C	X	X
Kitgum	E	X	X
Lira	E	X	X
Mbarara	D	X	X
Moroto	E	X	X
Moyo	E	X	X
Pader	E	X	X
Soroti	D	X	X
Ukraine			
Kyiv	A	—	—
Simferopol	B	X	—
United Arab Emirates			
Abu Dhabi	B	—	—
Al-Ain	B	X	—
Dubai	B	—	—
United Republic of Tanzania			
Arusha	C	X	X
Dar es Salaam	C	X	X
Isaka	E	X	X
Kasulu	E	X	X
Kibondo	E	X	X
Kigoma	E	X	X
Lugufu	E	X	X
Mwanza	C	X	X
Ngara	E	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Zanzibar	B	X	X
Uruguay			
Montevideo	A	—	—
Uzbekistan			
Tashkent	C	X	X
Vanuatu			
Vila (Porta Vila)	B	X	X
Venezuela (Bolivarian Republic of)			
Caracas	A	—	—
Guasdualito	C	X	X
Machiques	C	X	X
Maracaibo	A	X	—
San Cristobal	B	X	—
Viet Nam			
Ha Tinh	D	X	X
Haiphong	D	X	X
Hanoi	B	—	X
Ho Chi Minh City	B	X	X
Quang Ninh	D	X	X
Tuyen Quang	D	X	X
West Bank			
Bethlehem	C	X	X
East Jerusalem	B	X	X
Elsewhere in West Bank	C	X	X
Hebron	C	X	X
Jenin	C	X	X
Jericho	C	X	X
Nablus	C	X	X

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*
Qalqiliya	C	X	X
Ramallah	C	X	X
Tulkarem	C	X	X
Yemen			
Aden	D	X	X
Sana'a	D	—	X
Zambia			
Kaoma	E	X	X
Kawambwa	E	X	X
Livingstone	A	X	—
Lusaka	C	X	X
Mongu	E	X	X
Mporokoso	E	X	X
Solwezi	D	X	X
Zimbabwe			
Beitbridge	C	X	X
Bulawayo	B	X	—
Harare	D	—	X
Masvingo	B	X	X
Mutare	B	X	X

Annex III

Countries having duty stations that qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members, as at 1 January 2008

Afghanistan
Albania
Algeria
Angola
Armenia
Azerbaijan
Bangladesh
Belize
Bhutan
Burkina Faso
Burundi
Cambodia
Central African Republic
Chad
Congo
Côte d'Ivoire
Democratic People's Republic of Korea
Democratic Republic of the Congo
Equatorial Guinea
Eritrea
Ethiopia
Ghana
Guinea
Guinea-Bissau
Guyana
Haiti
Kenya
Kiribati
Kyrgyzstan
Lao People's Democratic Republic
Lesotho
Liberia
Madagascar
Mali
Mauritania
Micronesia (Federated States of)
Mozambique
Myanmar
Nicaragua
Niger
Nigeria
Pakistan
Papua New Guinea
Rwanda
Sierra Leone
Somalia
Sudan
Togo
Uganda
United Republic of Tanzania
Uzbekistan
Viet Nam
Yemen

United Nations ST/IC/2008/52

Secretariat

24 September 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2009 competitive examination for recruitment to the Professional category of staff members from other categories**

1. The purpose of the present circular is to provide information to staff members in the General Service and related categories of the Secretariat who wish to take the 2009 competitive examination for recruitment to the Professional category, in accordance with the provisions of administrative instruction ST/AI/2003/7 of 30 October 2003 and ST/AI/2005/9 of 26 July 2005.

2. The 2009 competitive examination for recruitment to the Professional category is scheduled to be held on 24 February 2009 (written component) and in June/July 2009 (oral component). For candidates convoked in two occupational groups, the two specialized papers are administered on the same day.

Selection of posts

3. The Office of Human Resources Management, taking into account information provided by departments and offices at all duty stations, has established projections of junior Professional level (P-1/P-2) posts subject to geographical distribution that will be or are expected to become available in the 12 months preceding placement. The total number of posts to be selected for the 2009 competitive examination for recruitment to the Professional category will be up to 10 per cent of the number of staff, other than language staff, that were recruited during the previous calendar year at the junior Professional level (P-1/P-2) after passing a competitive examination. The list of successful candidates unplaced under the 10 per cent quota mentioned above will also be circulated to departments for possible additional placement on extrabudgetary positions or in duty stations with high vacancy rates, in accordance with administrative instruction ST/AI/2005/9.

4. On the basis of these projections of organizational needs, the Central Examinations Board has selected the following occupational groups for which the examination is to be held:

* Expiration date of the present information circular: 31 December 2009.

08-51861 (E) 290908

(a) **Administration**, which covers work such as that of administrative officers, budget officers, personnel officers and project management officers;

(b) **Finance**, which covers work such as that of accountants and auditors;

(c) **Information technology**, which covers work such as that of computer specialists, Internet website masters and information technology analysts;

(d) **Public information**, which covers work such as that of information officers and press officers;

(e) **Security**, which covers work such as that of security officers;

(f) **Social affairs**, which covers work such as that of social welfare officers and humanitarian affairs officers;

(g) **Statistics**, which covers work such as that of statisticians and related work in areas such as economics, the environment, social statistics, demography and trade.

Eligibility

5. A staff member serving in the General Service and related categories, including the Field Service category up to and including the FS-5 level, may apply to take a competitive examination in a particular occupational group, provided that he or she:

(a) Will have had a minimum of five years of continuous service in the Secretariat by 31 December 2008, excluding any service in separately administered funds or programmes, except as otherwise provided in paragraph 6 below;

(b) Has at least a "fully successful performance" rating in his or her last performance report;

(c) Holds a United Nations letter of appointment valid at least until 31 August 2009;

(d) Meets the minimum eligibility criteria set out in paragraphs 7 to 9 of the present information circular.

6. Short breaks in service of not more than six months may be allowed at the discretion of the Central Examinations Board. Staff members who had previously served continuously for at least five years with the United Nations Secretariat, had resigned and by 31 December 2008 would have served continuously for at least three years since their reappointment will also be considered eligible, provided that they meet the other requirements.

Eligibility criteria

7. Staff members are invited to apply for one of the occupational groups in which the examination is to be held in 2009. The minimum eligibility criterion is a three-year first-level university degree, broadly related to the occupational group for which the candidate has applied. Detailed requirements are as follows:

(a) **Administration**: first-level university degree in public or business administration, commerce, marketing, human resources management or another relevant discipline;

(b) **Finance**: first-level university degree in accounting, actuarial sciences, auditing, business administration (with evidence of having studied modules in auditing, accounting or finance), finance, management (with courses in accounting, auditing or finance) and international business. Any of the following experiences would be an advantage: two to three years of working experience in a business or governmental environment in an accounting, budgeting or financial capacity; two to three years of working experience in a management auditing/consulting firm; or two to three years of working experience in an engineering or project management capacity evaluating cost/benefit elements or capital project management;

(c) **Information technology**: first-level university degree in computer science (engineering, programming, software development or theory), information technology, information management, informatics, telecommunications and artificial intelligence. For candidates who have no first-level university degree in any of the above-mentioned fields but have at least two years of professional experience in those fields, the degree may be substituted by one of the following first-level university degrees: electrical engineering, electronics, mathematics, physics, robotics or statistics;

(d) **Public information**: first-level university degree in communications, journalism, media studies, new media and web design, press and public relations. Furthermore, candidates with a first-level university degree in a field relevant to the work of the Organization (i.e., political science, international relations, modern history, social science, economics or legal affairs) may be considered, provided that they have relevant working experience in public information as a journalist, television, video or radio producer, website designer, public relations officer or specialist in new media;

(e) **Security**: first-level university degree in criminology, criminal justice, security management or related field. Military or police academy training equivalent to a first-level university degree will also be considered. At least two years of progressively responsible experience related to military, police or security occupations are also required. Experience in security analysis and assessments and forensic computer evaluations is an asset;

(f) **Social affairs**: first-level university degree in sociology, social science, rural development, women's issues, human geography, anthropology, development studies, environmental studies, labour issues, public policy or other relevant disciplines;

(g) **Statistics**: first-level university degree in statistics, mathematics, economics with a specialization in econometrics, social sciences with a specialization in sociometrics or demography. One to two years of working experience with a national statistical office or one to two years of working experience in the area of environmental, social or economic statistics would be an advantage.

Staff members who have a degree or degrees broadly related to two occupational groups offered in 2009 may apply to take the examination in each of the two groups.

8. Staff members who had served in the Secretariat for at least five years by 31 December 1989 will be allowed to take the examination in any one of the occupational groups for which the examination is held in 2009 upon providing evidence of post-secondary academic qualifications. Should such staff members

hold a first-level university degree or degrees broadly related to the occupational groups offered in 2009, they may apply to take the examination in a second occupational group to which their degree is broadly related (see para. 7).

9. Staff members should provide relevant documents, as required, as evidence in support of their meeting the minimum eligibility criteria described in this section and the eligibility requirements listed in paragraph 5.

Applications

10. Staff members who wish to submit an application should complete the application form contained in the annex to the present information circular and submit it with all the required documentation to the Central Examinations Board by 14 November 2008. The staff member's most recent performance report must also be submitted with the application.

Format and substance of the examination

11. The examination consists of a written examination and an oral examination related to the occupational group concerned.

Written examination

12. The written examination, which accounts for 80 per cent of the total marks, consists of the following two sections:

(a) A general paper that tests drafting skills (45 minutes);

(b) A specialized paper (3 hours and 45 minutes) that tests the candidate's substantive knowledge of the particular occupation.

Oral examination

13. Candidates may be convoked for an oral examination in accordance with administrative instructions ST/AI/2003/7 and ST/AI/2005/9. Candidates serving at duty stations away from Headquarters will take this part of the examination either in New York or at another location, depending on circumstances. At locations away from Headquarters, the oral examination will be conducted by a board consisting of at least three members of the relevant board of examiners, including an ex officio member.

14. The oral examination, which accounts for 20 per cent of the total marks, will consist of a competency-based interview designed to test the candidate's general knowledge of international affairs and of the United Nations core values and competencies that are necessary for positions in the respective occupational groups.

Annex

Application for the competitive examination for recruitment to the Professional category of staff members from other categories

(United Nations Secretariat staff members only)

All correspondence with candidates will be conducted on the basis of the information given. It is the responsibility of the candidates to inform the Secretary of the Central Examinations Board of any changes in the information indicated in the application form.

Note: The deadline for receipt of applications by the Central Examinations Board (United Nations Headquarters) is 14 November 2008.

Section I. Personal data

Please type or print legibly.

Last name (family name): ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

First name: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Nationality: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Sex: ☐ F ☐ M Index No.:[a] ☐☐☐☐☐☐ Category: ☐☐ Present level: ☐☐

Type of appointment: Fixed-term: ☐ Probationary: ☐ Permanent: ☐

Expiration or review date: Day: ☐☐ Month: ☐☐ Year: ☐☐☐☐

Date of birth: Day: ☐☐ Month: ☐☐ Year: ☐☐☐☐

Date of entry into the United Nations Secretariat: Day: ☐☐ Month: ☐☐ Year: ☐☐☐☐

Date of latest PAS: Day: ☐☐ Month: ☐☐ Year: ☐☐☐☐

Please submit a copy of your latest Performance Appraisal System report (PAS) with your application.

[a] Usually appears on your monthly salary statement or grounds pass; if not, please contact your personnel officer to obtain your number.

Main language (mother tongue): _____

Please check below the occupational group (or two occupational groups, if applicable) for which you wish to take the examination.

Administration _____ Finance _____ Information technology _____

Public information _____ Security _____ Social affairs _____ Statistics _____

Duty station: _____

Department/office: _____

(write in full)

E-mail address: _____

Room No.: _____ Telephone No.: _____

Home telephone No. _____ (Because of time differences at duty stations away from Headquarters, candidates are requested to indicate their home telephone number in order to facilitate communications of an urgent nature.)

1. Have you applied to take previous G to P examinations? Yes ☐ No ☐

2. Were you convoked to sit for previous G to P examinations? No ☐

If yes, when? 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐
2007 ☐ 2008 ☐

For which occupational group(s)? _____

Did you actually take the examination? No ☐

Yes, in: 1980 ☐ 1982 ☐ 1983 ☐ 1984 ☐ 1985 ☐ 1986 ☐ 1987 ☐ 1988 ☐
1989 ☐ 1990 ☐ 1991 ☐ 1992 ☐ 1993 ☐ 1994 ☐ 1995/96 ☐ 1997 ☐
1998 ☐ 1999 ☐ 2000 ☐ 2002 ☐ 2003 ☐ 2004 ☐ 2005 ☐ 2006 ☐
2007 ☐ 2008 ☐

Section II. Education[b]

List your qualifications at the secondary and post-secondary levels, indicating the certificate, diploma or degree received. All candidates, including those who have applied to take or have taken a previous G to P examination, must forward a copy of their university degree or diploma, including, when available, a copy of an up-to-date university transcript.

Written proof of post-secondary education must be attached to this application. (Send photocopies; do not send any originals.) Failure to provide proof will result in the application being disregarded.

Certificate, diploma or degree *(Exact title in original language. For work towards a degree, please list number of credits.)*	***Institution name*** ***Place*** ***Country***	***Period of study*** Month Year	***Description of courses or main field of study***
Secondary studies		From:	
		To:	
Post-secondary studies		From:	
		To:	
		From:	
		To:	
		From:	
		To:	
		From:	
		To:	

If you need more space, attach additional pages.

[b] You are strongly encouraged to attach your current personal history profile or personal history form in lieu of completing sections II, III and IV of the present form.

Section III. Relevant professional experience

List and briefly describe any professional experience that you feel is relevant to your application.

Section IV. Languages

If you passed a United Nations language proficiency examination (LPE), please indicate the year in which you obtained the certificate. If you did not pass this examination, indicate your level of ability below, using the following code letters: A = fluently, B = quite easily, C = not easily.

If you are or have been enrolled in any language courses, please indicate the institution and the highest level completed or the diploma obtained.

Language	*LPE year*	*Read*	*Understand*	*Speak*	*Write*	*Institution and diploma (period(s) of study)*

Section V. Occupation(s) for which you are applying

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

Sex: [F] [M] Index No.: [ ][ ][ ][ ][ ][ ]

Please check below the occupational group(s) for which you wish to take the examination. You may apply for no more than two occupational groups.

Administration _____ Finance _____ Information technology _____

Public information _____ Security _____ Social affairs _____ Statistics _____

Highest educational level:

High school [ ] Post-secondary [ ] Bachelor's degree [ ] Master's degree [ ] Other (PhD, etc.) [ ]

Section VI. Certification of accuracy of information provided

Fully completed applications, together with proof of post-secondary education and of language ability (if you did not pass the language proficiency examination or are not enrolled in a United Nations course), must be received by the Central Examinations Board no later than **14 November 2008** in a sealed envelope marked Confidential, addressed to:

Central Examinations Board secretariat
Office of Human Resources Management, Room S-2590A
United Nations Secretariat
New York, NY 10017, USA
Fax: (212) 963-3683

E-mail: OHRM-GtoP@un.org

For duty stations outside New York, please fax the application if possible. Where a fax machine is not available, please use the United Nations pouch.

Important: applications that are incomplete or do not include essential information may be rejected.

I certify that the above information is correct to the best of my knowledge and understand that any misrepresentation would lead to my elimination from the examination and to possible disciplinary action. I also understand that it is my responsibility to report immediately any changes in the foregoing information to the Central Examinations Board.

Date: _____ Signature: _____

List of enclosures: _____

_____

_____

_____

_____

_____

_____

_____

_____

☐ Most recent PAS

Competitive examination for recruitment to the Professional category of staff members from other categories

The information below will be used as your mailing label; please print or write legibly. You are responsible for immediately reporting to the Secretary of the Central Examinations Board any subsequent change in duty station, either prior to or during the examination process.

Central Examinations Board stamp

Name _____

Office _____

Room No. _____

Duty station _____

Country _____

This portion will be returned to you as an acknowledgement of receipt of your application.

United Nations ST/IC/2008/53

Secretariat

26 September 2008

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations sabbatical leave programme for 2009**

1. The purpose of the present information circular is to invite staff to apply for the sabbatical leave programme in 2009, in accordance with the provisions of administrative instruction ST/AI/2000/4 of 5 April 2000.

Eligibility

2. Administrative instruction ST/AI/2000/4 defines the conditions under which staff members may be granted sabbatical leave. For purposes of eligibility for the 2009 sabbatical leave programme, section 2 of instruction ST/AI/2000/4 provides that the programme is "open to staff members with five years of service with the United Nations Secretariat and who are expected to serve for no less than two years after the completion of the sabbatical leave".

Selection of institution

3. Interested staff members are responsible for identifying the institution or organization in which they propose to carry out their research or study project and for securing their acceptance by that institution or organization. In addition to universities and independent institutions worldwide, including participating research and training centres of the United Nations University and institutions that are members of the Academic Council on the United Nations System, research or study projects may also be pursued in other relevant organizations and institutions. Staff members may wish to consult the list of institutions that are members of the Academic Council on the United Nations System contained in annex II to the present circular and the list of participating research and training centres of the United Nations University contained in annex III.

Application procedures

4. Each application must include the following documents:

(a) Application form contained in annex I to the present circular;

* Expiration date of the present information circular: 31 December 2009.

08-52425 (E) 021008

(b) Proposal describing the research project;

(c) Written endorsement by the head of office or department or chief administrative officer of mission responsible for the work of the applicant during the proposed research or study project, which must be attached;

(d) Two signed letters of recommendation;

(e) Written correspondence from the proposed sabbatical institution.

Applicants are requested to submit all of the above documents through their respective head of office or department to the Officer-in-Charge, Sabbatical leave programme, Room S-2500 B, Learning, Development and Human Resources Services Division, Office of Human Resources Management, New York, NY 10017, by 17 November 2008.

5. The proposal, which should not exceed four pages, should contain the following information:

(a) Title of the research or study project;

(b) Field of the research or study project;

(c) Rationale for the research or study project;

(d) Relationship of the research or study project to the work of the individual and to the work of the Organization;

(e) Outline of topic or topics to be covered;

(f) Study or research activities;

(g) Detailed methodology;

(h) Schedule of work of the research or study project, with an indication of any preparatory work already accomplished;

(i) Usefulness of the expected outcome of the research or study project and its practical implications for the individual and the Organization.

Applicants should indicate in the application form the name and address of the institution or organization in which they wish to carry out their research or study project, specifying the type of support services and facilities that the institution or organization is prepared to provide during the period of the sabbatical leave. If more than one institution or organization is indicated in the proposal, a detailed justification should be provided by the applicant.

6. All proposals will be evaluated by a selection committee on the basis of the criteria set out in administrative instruction ST/AI/2000/4. The terms of the proposal shall be binding on the staff member. Late or incomplete applications will not be considered.

7. Each applicant and his/her head of office or department will be informed of the decision of the Selection Committee. The selected staff members will be requested to accept in writing the specified conditions of the award.

8. The application form contained in annex I is also available online in English and French (United Nations Intranet — Forms) as form P.298 (8-02)-E or -F (the English version is attached).

Annex I

Sabbatical leave programme application form

For 2009

Please complete this form and submit it to the Officer-in-Charge, Sabbatical leave programme, Room S-2500 B, Division for Organizational Development, Office of Human Resources Management, New York, New York 10017, together with your research or study project proposal, by 17 November 2008.

A. Personal information

Name (last, first, middle initial) _____ Index No. _____

Functional title/field of work _____

Category/level _____ Type of contract _____

Contract expiration date _____

Department/division/office _____

Name of approving head of office, department or mission (Director or above) _____

Duty station _____

Telephone _____ E-mail _____

EOD (Secretariat) _____ EOD (present duty station) _____

Title of proposed research or study project _____

B. Background

1. Relevant work experience. Please indicate any professional experience that enhances your ability to carry out your proposed research or study project.

2. University studies

Degree	*University/country*	*Area of study*	*Year graduated*

3. Recommendations: two letters of recommendation must be provided. These should be obtained from professionals, within or outside the United Nations, who are familiar with your work and are in a position to appraise your ability to carry out the research or study project you have proposed and to attest to your ability to undertake independent work. In the space provided, give the names, titles and institutional affiliations of the professionals who will be providing the letters of recommendation.

Name	*Titles*	*Institutional affiliations*

4. If relevant, please indicate below your teaching and/or research experience, including a list of your publications, if any (attach an additional sheet if necessary).

☐ Teaching ☐ Research ☐ Publication

Date	*Subject matter*	*Institution/place*

C. Placement

5. Please indicate the name and address of the institution or organization in which you wish to carry out your research or study project. Please attach copies of any preparatory correspondence, between you and the institution, relevant to the proposed research or study project.

Name of institution/organization	*Address*

6. Which of the following services and/or facilities, if any, is the institution willing to provide to you during the period of your sabbatical leave (check as applicable):

☐ Adviser

☐ Office space

☐ Communication facilities (fax, telephone, computer)

☐ Other _____

N.B. Please keep in mind that, if selected, you are responsible for finalizing arrangements made thus far and for carrying out any related administrative work.

_____ _____

Signature of staff member Date

Reminder: A written endorsement by the head of your department, office or mission must be attached.

Annex II

Institutional members of the Academic Council on the United Nations System

American Society of International Law

Arias Foundation for Peace and Human Progress

Center for Environmental Policy
Bard College

Center for the Global South
American University

Center of International Studies
Princeton University

Center on International Cooperation
New York University

Centre for Foreign Policy Studies
Dalhousie University

Centre for the Study of Globalisation and Regionalisation
University of Warwick

Centro de Estudios Internacionales
El Colegio de México

Centro de Investigación y Docencia Económicas A.C.

Dag Hammarskjöld Library
United Nations

Defence Forces Library
The Military College

Department of Political Science
University of Alberta

Department of Political Science
University of Lund

Dickey Center for International Understanding
Dartmouth College

Elliott School of International Affairs
George Washington University

Fletcher School of Law and Diplomacy
Tufts University

Global Affairs Institute
Syracuse University

Graduate Institute of International Studies
University of Geneva

Harvard College Library

Institute for Security Studies

Institute for the Study of International Organizations
Long Island University — Brooklyn Campus

Institute of Social Studies, The Hague

Institute of World Economy and International Relations

International Cooperation Research Association

International IDEA

International Institute for Labour Studies
International Labour Organization

International Peace Academy

Joan B. Kroc Institute for International Peace Studies
University of Notre Dame

Mershon Center
Ohio State University

Netherlands Institute of International Relations, "Clingendael"

Norwegian Institute of International Affairs

Ralph Bunche Institute on the United Nations
City University of New York

Richard L. Walker Institute of International Studies
University of South Carolina

Stanley Foundation

Stiftung Entwicklung und Frieden Development and Peace Foundation

Thomas J. Watson Jr. Institute for International Studies
Brown University

United Nations Association of the United States

United Nations Research Institute for Social Development

United Nations Staff College

United Nations Studies at Yale
Yale University

United Nations University

United States Institute of Peace

Universidad Externado de Colombia

Annex III

United Nations University participating centres

Under its charter, adopted by the General Assembly in 1973, the United Nations University is a voluntarily funded autonomous organ of the Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. The University is organized on a networking principle.

The locations of specific United Nations University research and training activities include:

1. **United Nations University headquarters, Academic Division, Tokyo**

   http://www.unu.edu

2. **United Nations University Institute of Advanced Studies, Yokohama, Japan**

   http://www.ias.unu.edu

3. **United Nations University World Institute for Development Economics Research, Helsinki**

   http://wider.unu.edu

4. **United Nations University Maastricht Economic and social Research and training centre on Innovation and Technology, Maastricht, the Netherlands**

   http://www.merit.unu.edu

5. **United Nations University Comparative Regional Integration Studies, Bruges, Belgium**

   http://www.cris.unu.edu

6. **United Nations University Institute for Environment and Human Security, Bonn, Germany**

   http://www.ehs.unu.edu

7. **United Nations University International Network on Water, Environment and Health, Hamilton, Canada**

   http://www.inweh.unu.edu